

Date _____

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

to C / PO / BU →
27 Aug 85

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed Revision of [REDACTED] Chapter 1, Admittance to and Departure from Areas and Buildings (Job #1117)

FROM: [REDACTED] **EXTENSION** [REDACTED] **NO.** [REDACTED]

DATE 26 August 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/Policy Branch

2. As requested by RPD, this is a response to coordination comments offered by the Office of the Comptroller and the Office of Logistics as indicated in the BASIC.

3. C/PPG

4. Also included are OS updated revisions (new organization chart and HSD vice HSG.)

5. DD/P&M

6.

7.

8.

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15.

MEMORANDUM FOR: Chief, Regulatory Policy Division

25X1 FROM:

[redacted]
Chief, Policy and Plans Group
Office of Security

25X1 SUBJECT:

Proposed Revision of [redacted] Chapter 1,
Admittance to and Departure from Areas and
Buildings (Job #1117)

REFERENCE:

- A. Routing sheet and attachment to C/PPG/OS
from C/RPD, dtd 1 Aug 85, Same Subject
- B. Agency-wide coordination memo to
addressees, from C/RPD to DD/P&M/OS,
dtd 22 July 85, Same Subject
- C. Memorandum to C/RPD from DD/P&M, dated
23 May 1985, Same Subject

1. This memorandum addresses specific issues raised in
Reference A and, as requested, includes an update to Reference
B as follows:

° The attachment to Reference A contains a proposal
from the Chief, Information and Management Support Staff,
Office of Logistics, that paragraphs 3a and b be amended as
indicated in that attachment. The Office of Security poses
no objection to this addition.

° Paragraph 4c. Scheduled Non-Badged Visitors. In
response to the comment made by the Deputy Comptroller
(Reference A) that 48 hours is excessive lead time to
notify Security of the impending visit of an individual who
is not cleared, the Office of Security agrees to change the
proposed regulation to require a 24-hour notification of a
visitor's arrival.

25X1
25X1
[redacted] [redacted]
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25X1

° The Organization Table of the Office of Security must be replaced with the updated version (attached). *This is in Karen RPD notified of the revision 28 Aug 85. She will give the new org chart to the editor of*
° All references to Headquarters Security Branch (HSB) must be changed to Headquarters Security Division (HSD) (AIUO)

25X1

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25X1

2. Please direct any questions to [redacted]
Policy and Plans Group, [redacted]
[redacted]

25X1

[redacted]

Attachment

25X1

!OS/P&M/PPG [redacted] (26 Aug 85)!

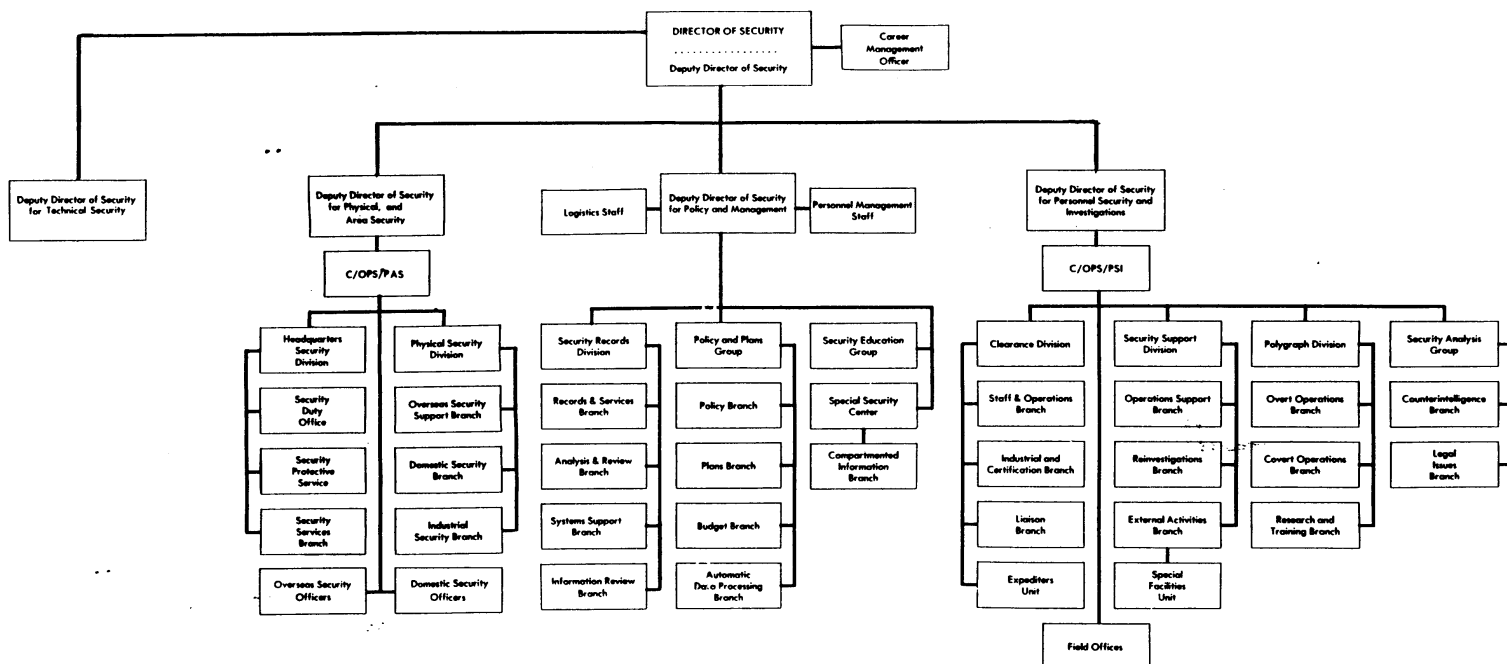
!Distribution:!

! Orig - Adse!
! ① - PPG Chrono!
! 1 - OS Registry!

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ADMINISTRATIVE—INTERNAL USE ONLY

OFFICE OF SECURITY
August 1985



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